Defense Acquisition University (DAU)
DAU Virtual Campus

DoD Government Purchase Card Tutorial

Download and Use Instructions

The DAU DoD Government Purchase Card Tutorial is one of mandated training courses for all DoD Purchase Card Program participants. The course can be taken interactively, online at the DAU website or, a CD copy of the course can be requested from the DAU point of contact listed on that website.

This download link is an alternate method of acquiring the CD-based version of the tutorial.

Download: This download is a WinZip file which contains all the files that are on the CD-version of the tutorial. This download is offered as a quick method of acquiring the courseware for off line training. You will need to do the following to use this file.

1. Download the file and save it to you computer desktop.
2. Use WinZip to unzip the file into a folder of your choice.
3. In the unzipped folder, locate the sub-folder named "gpc_lo" and open it.
4. Within "gpc_lo", locate the file "index.html" and double click on it.

This should open the courseware to the main menu and you can begin reviewing the training modules. After you have completed all modules, you will be ready to take your evaluation test and print your certificate of completion.

To take your test, you will need to go to the DAU website. On the left side of the screen click on "Continuous Learning" and then "Browse for Continuous Learning Modules". Enter *Purchase Card* in the "Keywords" field and then click "Search". Click on the course named: **CLG002 CD ROM Students ONLY - DoD GPC Tutorial** . This course is a special testing vehicle for students who have taken the training off line.

Follow the instructions to complete the test and print your certificate of completion.